MATERIAL REVIEWED AT CIA HEADQUARTERS BY

HOUSE SELECT COMMITTEE ON ASSASSINATIONS STAFF MEMBERS

FILE TITLE/NUMBER/VOLUME: VITALE, GUY
OP FILE

INCLUSIVE DATES:

CUSTODIAL UNIT/LOCATION:

ROOM:

DELETIONS, IF ANY: PERSONNEL MATTERS OUTSIDE TIME FRAME

DATE RECEIVED	DATE RETURNED	REVIEWED BY (PRINT NAME)	SIGNATURE OF REVIEWING OFFICIAL
3:30 25AUG78		GAETON ~~[illegible]~~ FONZI	[signature]
26 AUG 1978 0950		HARDWAY/FONZI	[signature]

NO DOCUMENTS MAY BE COPIED OR REMOVED FROM THIS FILE

VITALE, GUY

TERMINATED D

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 17 Feb 69

1. SERIAL NUMBER	003620
2. NAME (Last-First-Middle)	VITALE, GUY
3. NATURE OF PERSONNEL ACTION	RETIREMENT (VOLUNTARY) UNDER THE CIA RETIREMENT - CIA & DISABILITY SYST
4. EFFECTIVE DATE REQUESTED (MONTH / DAY / YEAR)	02 / 28 / 69
5. CATEGORY OF EMPLOYMENT	REGULAR
6. FUNDS	X (V TO V / CF TO V / V TO CF / CF TO CF)
7. FINANCIAL ANALYSIS NO. CHARGEABLE	9235 0620
8. LEGAL AUTHORITY (Completed by Office of Personnel)	P.L. 88-643 Sect. 233
9. ORGANIZATIONAL DESIGNATIONS	DDP/WH WH/COG OPERATIONS BRANCH WH SECTION
10. LOCATION OF OFFICIAL STATION	WASH., D.C.
11. POSITION TITLE	INTELLIGENCE ASST (B)
12. POSITION NUMBER	1685
13. CAREER SERVICE DESIGNATION	D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	GS
15. OCCUPATIONAL SERIES	0301.26
16. GRADE AND STEP	08 6
17. SALARY OR RATE	$ 8984

18. REMARKS

Last working day is 28 February 1969.

1152 telecoord. w/Paul Seidel, R.B. - dmw 3/3/69

Intel Asst occupying Intel Analyst slot

1 - Finance
~~1 - Security~~

SA/CSPS 2/ /69

18A. SIGNATURE OF REQUESTING OFFICIAL	Henry L. Berthold C/WH/Personnel	DATE SIGNED	17 Feb 69
18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	[signature]	DATE SIGNED	

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

Field	Entry
19. ACTION CODE	45
20. EMPLOY CODE	10
21. OFFICE CODING (NUMERIC / ALPHABETIC)	
22. STATION CODE	
23. INTEGREE CODE	
24. HOOTRS CODE	1
25. DATE OF BIRTH (MO. DA. YR.)	2 / 16 / 17
26. DATE OF GRADE	
27. DATE OF LEI	
28. NTE EXPIRES	
29. SPECIAL REFERENCE	
30. RETIREMENT DATA (1-CSC, 2-OTHER, 3-FICA, 4-NONE) CODE	
31. SEPARATION DATA CODE	OBJ coord.
32. CORRECTION CANCELLATION DATA	
EOD DATA	
33. SECURITY REQ. NO.	
34. SEX	
35. VET. PREFERENCE (0-NONE, 1-5 PT, 2-10 PT)	
36. SERV. COMP. DATE	
37. LONG. COMP. DATE	
38. CAREER CATEGORY	
39. FEGLI HEALTH INSURANCE	
40. SOCIAL SECURITY NO.	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE (0-NO PREVIOUS SERVICE; 1-NO BREAK IN SERVICE; 2-BREAK IN SERVICE (LESS THAN 3 YEARS); 3-BREAK IN SERVICE (MORE THAN 3 YEARS))	
42. LEAVE CAT. CODE	
43. FEDERAL TAX DATA	
44. STATE TAX DATA	
45. POSITION CONTROL CERTIFICATION	3-6-69 JE
46. OP APPROVAL	[signature]
DATE APPROVED	

FORM 3-67 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 17 Feb 69

1 SERIAL NUMBER: 003620

2 NAME (Last-First-Middle): VITALE, GUY

3 NATURE OF PERSONNEL ACTION: RETIREMENT (VOLUNTARY) UNDER THE CIA RETIREMENT - CIA & DISABILITY SYS.

4. EFFECTIVE DATE REQUESTED: MONTH 02 DAY 28 YEAR 69

5 CATEGORY OF EMPLOYMENT: REGULAR

6 FUNDS: X | V TO V | V TO CF | CF TO V | CF TO CF

7. FINANCIAL ANALYSIS NO. CHARGEABLE: 9235 0620

8 LEGAL AUTHORITY (Completed by Office of Personnel): P.L. 88-643 Sect. 233

9 ORGANIZATIONAL DESIGNATIONS:
DDP/WH
WH/COG
OPERATIONS BRANCH
WH Section

10. LOCATION OF OFFICIAL STATION: WASH., D.C.

11 POSITION TITLE: INTELLIGENCE ASST (S)

12 POSITION NUMBER: 1685

13 CAREER SERVICE DESIGNATION: D

14 CLASSIFICATION SCHEDULE (GS, LB, etc.): GS

15 OCCUPATIONAL SERIES: 0301.26

16 GRADE AND STEP: 08 6

17 SALARY OR RATE: $ 8984

18. REMARKS

Last working day is 28 February 1969.

1152 telecoord. w/Paul Seidel, R.B. - dmw 3/3/69

INTEL ASST OCCUPYING INTEL ANALYST SLOT

1 - Finance
~~1 - Security~~

18A SIGNATURE OF REQUESTING OFFICIAL: Henry L. Berthold, C/WH/Personnel — DATE SIGNED: 17 Feb 69

18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [signature] — DATE SIGNED: SA/CSPS 20 Feb 69

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22 STATION CODE	23. INTEGREE CODE	24. HDQTRS CODE	25 DATE OF BIRTH (MO. DA. YR.)	26 DATE OF GRADE (MO. DA. YR.)	27 DATE OF LEI (MO. DA. YR.)
45	10				1	6 16 17		

28 NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30 RETIREMENT DATA (1—CS, 2—CSGH, 3—FICA, 4—NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.)	EOD DATA	33. SECURITY REQ. NO.	34 SEX
		0	BJ 00.0	0			

35 VET. PREFERENCE (CODE: 0—NONE, 1—5 PT., 2—10 PT.)	36. SERV. COMP. DATE (MO DA. YR.)	37 LONG COMP. DATE (MO DA. YR.)	38. CAREER CATEGORY (CAR. RESV PROV. TEMP / CODE)	39 FEGLI/HEALTH INSURANCE (CODE 0—WAIVED 1—YES / HEALTH INS. CODE)	40 SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE (CODE: 0—NO PREVIOUS SERVICE, 1—NO BREAK IN SERVICE, 2—BREAK IN SERVICE (LESS THAN 3 YEARS), 3—BREAK IN SERVICE (MORE THAN 3 YEARS))	42. LEAVE CAT CODE	43 FEDERAL TAX DATA (FORM EXECUTED 1—YES 2—NO / CODE / NO. TAX EXEMPTIONS)	44 STATE TAX DATA (FORM EXECUTED 1—YES 2—NO / CODE / NO. TAX EXEMP. / STATE CODE)

45. POSITION CONTROL CERTIFICATION: 3-6-69 JE

46 O P APPROVAL: K. Fowden

DATE APPROVED:

FORM 3-67 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

14-00000

JLB: 10 MAR 69

OEF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER: 003620	2. NAME (LAST-FIRST-MIDDLE): VITALE GUY
3. NATURE OF PERSONNEL ACTION: RETIREMENT VOLUNTARY UNDER CIA RETIREMENT AND DISABILITY SYSTEM	4. EFFECTIVE DATE (MO DA YR): 02 28 69
5. CATEGORY OF EMPLOYMENT: REGULAR	
6. FUNDS: X V TO V; CF TO V; V TO CF; CF TO CF	7. Financial Analysis No. Chargeable: 9235 0620 0000
8. CSC OR OTHER LEGAL AUTHORITY: P.L. 88-643 SECT. 233	
9. ORGANIZATIONAL DESIGNATIONS:	10. LOCATION OF OFFICIAL STATION:
11. POSITION TITLE: INTELLIGENCE ASST	12. POSITION NUMBER: 1685
13. SERVICE DESIGNATION: D	14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0301.28	16. GRADE AND STEP: 08 6
17. SALARY OR RATE: 8984	

18. REMARKS

SIGNATURE OR OTHER AUTHENTICATION

FORM 1150 Use Previous Edition (4-51)

SECRET

28 FEB 1969

MEMORANDUM FOR : Mr. Guy Vitale

THROUGH : Head of CS Career Service

SUBJECT : Notification of Approval of Request for Voluntary Retirement

1. I am pleased to inform you that your request for voluntary retirement under the CIA Retirement and Disability System has been approved by the Director of Central Intelligence.

2. Your retirement will become effective 28 February 1969 and your annuity will commence as of 1 March 1969. The annuity is payable on the first day of the month following that for which it accrued. You may be assured that every effort will be made to expedite delivery of your first check following completion of the administrative processing required to effect your retirement.

3. You will receive a lump-sum payment for your accrued annual leave up to 30 days or for whatever amount of leave credit you carried over from the last calendar year if that amount is more than 30 days.

Robert S. Wattles
Director of Personnel

Distribution:
0 - Addressee
1 - D/Pers
1 - OP Files
1 - Soft File
1 - ROB Reader

OP BSD ROB/PJSeidel:jef (27 February 1969)

SECRET

14-00000

SECRET
(When Filled In)

CERTIFICATION OF SEPARATING EMPLOYEE	Name (Last-First-Middle) VITALE, GUY

MEMORANDUM FOR THE RECORD - ATTACH TO OFFICIAL PERSONNEL FOLDER

I hereby acknowledge the receipt of the following forms and/or information concerning my separation from CIA as indicated by check mark:

✓	1. Standard Form 8 (Notice to Federal Employee about Unemployment Compensation).
✓	2. Standard Form 55 (Notice of Conversion Privilege, Federal Employees' Group Life Insurance).
	3. Standard Form 56 (Agency Certification of Insurance Status, Federal Employers' Group Life Insurance Act of 1954).
	4. Standard Form 2802 (Application for Refund of Retirement Deductions).
✓	5. Form 2595 (Authorization for Disposition of Paychecks).
	6. Applicable to returnee (resignee from overseas assignment). I have been advised of my right to have a medical examination before my separation from this Agency and of the importance of such a medical check to my health and well-being. ☐ Appointment arranged with Office of Medical Services. ☐ Appointment for Office of Medical Services examination declined.
	7. I have been informed of "conflict of interests" policy of the Agency and foresee no problem in this regard concerning my new employment.
	8. Form 71 (Application for Leave).
	9. CSC Pamphlet 51 (Re-employment Rights of Federal Employees Performing Armed Forces Duty).
	10. Instructions for returning to duty from Extended Leave or Active Military Service.

Signature of Employee	Date Signed
Guy Vitale	28 Feb. 69
Address (Street, City, State, Zip Code) 1770 "H" St. N.W. Wash. D.C.	Correspondence ☐ Overt ☒ Covert

SECRET

14-00000

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP

DATE: 18 February 1969

FILE NUMBER: 11326

EMPLOYEE NUMBER: 003620

ID CARD NUMBER:

TO: (Check)

	CHIEF, RECORDS AND CONTROL
	CHIEF, CONTRACT PERSONNEL DIVISION
X	CHIEF, OPERATING COMPONENT (For action)

ATTN: Chief Support Staff

REF: Retirement Debriefing

SUBJECT: VITALE, Guy

OFFICIAL COVER: BACKSTOP ESTABLISHED / X DISCONTINUED

UNIT:

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS (OPM 20-800-11)	X CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS (OPM 20-800-11)
A. TEMPORARILY FOR ______ DAYS EFFECTIVE DATE COB ______ B. CONTINUING AS OF COB	DATE (as of COB) FROM EOD
SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HHB 20-7)	NA SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HHB 20-7)
ASCERTAIN THAT ______ W-2 BEING ISSUED. (HHB 20-11)	OK RETURN ALL OFFICIAL DOCUMENTATION TO CCS.
SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR-240-2e)	DO NOT WRITE IN THIS BLOCK - FOR CCS INTERNAL USE ONLY
SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR-240-2e)	
SUBMIT FORM 2688 [X] FOR HOSPITALIZATION CARD	

REMARKS AND/OR COVER HISTORY

COVER HISTORY:

Oct 49 - Jan 57 Hqs/Overt
Jan 57 - Mar 60 Greece/DAC
Mar 60 - Present Hqs/DAC

SUBJECT IS TO INDICATE CIA AS PLACE OF EMPLOYMENT FOR ENTIRE PERIOD, BUT IS NOT TO REVEAL SPECIFIC PLACES OR LOCATIONS OF COVER ASSIGNMENTS.

FORWARDING ADDRESS: UNKNOWN

EMPLOYMENT ADDRESS: UNKNOWN

RF/kas

DISTRIBUTION: COPY 1 - RCD
COPY 2 - OPERATING COMPONENT
COPY 3 - D/OS
COPY 4 - OL/TELSVC
COPY 5 - CCS - CHRONO
COPY 6 - CCS - FILE

CHIEF, OFFICIAL COVER, CENTRAL COVER STAFF

(13-20-43)

FORM 8-68 1551 USE PREVIOUS EDITION

SECRET

14-00000

SDF: 20 FEB 69

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
003620	VITALE, GUY

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM	02 23 69	REGULAR

6. FUNDS	X	V TO V		V TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
		CF TO V		CF TO CF	9235 0620 0000	PL 88-643 SECT. 203

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
		D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
		08	

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hdqrs Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE (MO DA YR)	27. DATE OF LEI (MO DA YR)

28. NTE EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - CIA, 3 - FICA, 4 - NONE) CODE	31. SEPARATION DATA CODE	32. Correction / Cancellation Data (TYPE MO DA YR)	EOD DATA	33. SECURITY REQ NO	34. SEX
		2					

35. VET PREFERENCE (CODE: 0 - NONE, 1 - 5 PT, 2 - 10 PT)	36. SERV. COMP. DATE (MO DA YR)	37. LONG COMP DATE (MO DA YR)	38. CAREER CATEGORY (CAR, RESV, PROV, TEMP) CODE	39. FEGLI / HEALTH INSURANCE (CODE: 0 - WAIVER, 1 - YES; HEALTH INS. CODE)	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE (CODE: 0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 3 YRS.), 3 - BREAK IN SERVICE (MORE THAN 3 YRS.))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMP; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

POSTED
2-20-69
je

FORM 5-66 1150 Mfg. 10-67 Use Previous Edition

SECRET

FVD

GROUP 1
Excluded from automatic downgrading and declassification

(When Filled In)

14-00000

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 7 FEBRUARY 1969

1. SERIAL NUMBER	2. NAME (Last-First-Middle)
003620	VITALE, GUY

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE REQUESTED (MONTH / DAY / YEAR)	5. CATEGORY OF EMPLOYMENT
DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM	02 / 23 / 69	REGULAR

6. FUNDS	X V TO V	V TO CF	CF TO V	CF TO CF	7. COST CENTER NO. CHARGEABLE	8. LEGAL AUTHORITY (Completed by Office of Personnel)
	X				9235 - 0620	PL 88-643 Sect. 203

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH	WASHINGTON, D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
		D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
			$

18. REMARKS

18A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. HDQTRS. CODE	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1—CSC 3—FICA 5—NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA (TYPE / MO. DA. YR.)	EOD DATA	33. SECURITY REQ. NO.	34. SEX
		2					

35. VET. PREFERENCE (CODE: 0—NONE 1—5 PT 2—10 PT)	36. SERV. COMP. DATE (MO. DA. YR.)	37. LONG. COMP. DATE (MO. DA. YR.)	38. CAREER CATEGORY (CODE)	39. FEGLI HEALTH INSURANCE (CODE: 0—WAIVER 1—YES; HEALTH INS. CODE)	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE: 0—NO PREVIOUS SERVICE; 1—NO BREAK IN SERVICE; 2—BREAK IN SERVICE (LESS THAN 3 YEARS); 3—BREAK IN SERVICE (MORE THAN 3 YEARS))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1—YES 2—NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1—YES 2—NO; CODE; NO. TAX EXEMP.; STATE CODE)

45. POSITION CONTROL CERTIFICATION	46. O P APPROVAL	DATE APPROVED
	[signature]	13 FEB 69

FORM 1152 6-53 USE PREVIOUS EDITION

OP-1 1-66

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

14

14-00000

69-1750

Executive Registry
69-2024

17 APR 1969

Mr. Guy Vitale
1730 H Street, N. W.
Washington, D. C. 20006

Dear Mr. Vitale:

As you bring to a close more than twenty-six years of service to your country, I want to join your friends and co-workers in wishing you well and hoping that you find the years ahead filled with enjoyment and satisfaction.

It takes the conscientious efforts of many people to do the important work of this Agency. You leave with the knowledge that you have personally contributed to our success in carrying out our mission. Your faithful and loyal support has measured up to the high ideals and traditions of the Federal service.

May I express to you my appreciation and extend my best wishes for the years ahead.

Sincerely,

Richard Helms
Richard Helms
Director

Distribution:
0 - Addressee
1 - ER
1 - C/EAB/OS
1 - D/Pers
1 - OPF
1 - ROB
1 - ROB Reader

Originator: ____________
Director of Personnel

Concur: SIGNED 2 APR 1969
C/EAB/OS

OP/RAD/ROB/PJSeidel:jef (1 April 1969)

14-00000

SECRET

MEMORANDUM FOR : Director of Central Intelligence

SUBJECT : Request for Voluntary Retirement
Guy Vitale

1. This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph 4.

2. Mr. Guy Vitale, GS-08, Intelligence Analyst, Western Hemisphere Division, Clandestine Services, has applied for voluntary retirement under the provisions of Headquarters Regulation 20-50j, to be effective 28 February 1959.

3. Mr. Vitale has been designated a participant in the CIA Retirement and Disability System and meets the technical requirements for voluntary retirement under the System. He is 51 years old with over 28 years of Federal service. This service includes over 2[illegible] years with the Agency of which 5 years were in qualifying service. The Head of the Clandestine Services Career Service and the CIA Retirement Board have recommended that his application for voluntary retirement be approved. I endorse these recommendations.

4. It is recommended that you approve the voluntary retirement of Mr. Guy Vitale under the provisions of Headquarters Regulation 20-50j.

Robert S. Wattles
Director of Personnel

The recommendation contained in paragraph 4 is approved:

Director of Central Intelligence

Date

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 13 December 1965

Field	Entry
1. SERIAL NUMBER	003620
2. NAME (Last-First-Middle)	VITALE, Guy
3. NATURE OF PERSONNEL ACTION	REASSIGNMENT
4. EFFECTIVE DATE REQUESTED (Month / Day / Year)	12 / 28 / 65
5. CATEGORY OF EMPLOYMENT	REGULAR
6. FUNDS	X V TO V
7. COST CENTER NO. CHARGEABLE	6235-1162
8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS	DDP/WH WH/C Miami Operations Branch PM Section
10. LOCATION OF OFFICIAL STATION	Washington, D.C.
11. POSITION TITLE	INTELL. Source ASST. (D)
12. POSITION NUMBER	1506
13. CAREER SERVICE DESIGNATION	D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	GS (07)
15. OCCUPATIONAL SERIES	0301.23
16. GRADE AND STEP	08 (4)
17. SALARY OR RATE	$ 7553

18. REMARKS

From WH/C/MOB,PM Sec.,#1142

P.R.A. per HR 20-21c(3) NTE December 1967.

Recorded By CSPD
fr

18A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
ROBERT D. CASHMAN, C/WH/Pers.	20 Dec 65	[signature]	21 DEC 1965

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. MOOTRS CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.
37	10	51570	WP	25015		/	10 16 17		

28. NTE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1—CSC 2—FICA 3—NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION, CANCELLATION DATA TYPE MO. DA. YR.	EOD DATA	33. SECURITY REQ. NO.	34. SEX
12 27 67	83						

35. VET. PREFERENCE CODE (0—NONE 1—5 PT 2—10 PT)	36. SERV. COMP. DATE MO. DA. YR.	37. LONG COMP DATE MO. DA. YR.	38. CAREER CATEGORY (CAR RESV PROV TEMP) CODE	39. FEGLI (0—WAIVER 1—YES) CODE	HEALTH INSURANCE HEALTH INS. CODE	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA CODE (0—NO PREVIOUS SERVICE 1—NO BREAK IN SERVICE 2—BREAK IN SERVICE (LESS THAN 3 YEARS) 3—BREAK IN SERVICE (MORE THAN 3 YEARS))	42. LEAVE CAT CODE	43. FEDERAL TAX DATA FORM EXECUTED (1—YES 2—NO)	CODE	NO. TAX EXEMPTIONS	44. STATE TAX DATA FORM EXECUTED (1—YES 2—NO)	CODE	NO. TAX EXEMP.	STATE CODE

45. POSITION CONTROL CERTIFICATION	46. O P APPROVAL	DATE APPROVED
12-23-65 H	[signature]	12-23-65

FORM 6-63 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

SECRET

MEMORANDUM FOR: Mr. Guy Vitale   20 October 1965

THROUGH : Head of D Career Service

SUBJECT : Notification of Non-eligibility for Designation as a Participant in the CIA Retirement and Disability System

1. As you may know, we are in the process of reviewing the employment history and current career field of all employees ~~in the~~ Agency to identify those who are eligible for designation as a participant in the new CIA Retirement and Disability System. In this process, the initial review of each case is made by the individual's Career Service. If the Head of his Career Service nominates him for participation in the system, this nomination is reviewed by the CIA Retirement Board which recommends final action to me. However, if the Head of the Career Service advises that the employee does not meet the basic requirements of HR 20-50 for participation, I have accepted this finding without further review by the CIA Retirement Board. This practice has been adopted in the interest of expediting this screening process so that those employees who are eligible to participate in the system may be designated participants as soon as possible.

2. In your case, the Head of your Career Service has advised me that you do not meet the requirements of HR 20-50 for designation as a participant and I have accordingly made the formal determination required by the regulation that you are not eligible for designation. From a review of your record it appears that the decision of your Career Service was based upon the fact that you have 15 years or more of Agency service, but have not as yet performed 60 months of qualifying service as required by regulation. My determination that you are not eligible at this time for designation in no way affects your current status under the Civil Service Retirement System, nor does it preclude reconsideration of your eligibility to participate in the CIA System if you should meet the requirements for designation in the future.

3. Should you desire further information concerning the requirements for designation as a participant in the CIA Retirement System, I suggest that you read paragraph e of HR 20-50 and paragraph 5 of the Employee Bulletin dated 30 July 1965, entitled "Public Law 88-643, The Central Intelligence Agency Retirement Act of 1964 for Certain Employees".

4. It is always possible that the records upon which the determination made in your case may have been incomplete or inaccurate regarding your actual employment history with the Agency. If, after studying the materials cited above, you have questions regarding the determination that you are not eligible to participate in the CIA Retirement System, please feel free to contact officials of your Career Service. They are familiar with the details of your case and will gladly discuss them with you. In addition, you may wish to discuss your case with the CIA Retirement Staff located in Room 6E-1319 Headquarters (extension 6001). If such discussions do not resolve any questions you have regarding your eligibility, you may request that your case be formally considered by the Board. However, this request must be made within 30 days of the date of this memorandum.

Emmett D. Echols
Director of Personnel

SECRET

Group 1
Excluded from automatic downgrading and declassification

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 12 December 1962

1. SERIAL NUMBER: 003620
2. NAME (Last-First-Middle): VITALE, Guy
3. NATURE OF PERSONNEL ACTION: PROMOTION
4. EFFECTIVE DATE REQUESTED: MONTH 01 DAY 20 YEAR 63
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: X V TO V | CF TO V | V TO CF | CF TO CF
7. COST CENTER NO. CHARGEABLE: 3232-1000-1000
8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS: DDP, Task Force W, FI/CI Branch
10. LOCATION OF OFFICIAL STATION: Washington, D.C.
11. POSITION TITLE: OPS OFFICER (D)
12. POSITION NUMBER: 0683
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS (D)
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 08 (3)
17. SALARY OR RATE: $6500
18. REMARKS: Promotion recommendation attached. Fitness Report submitted previously.

Recorded by CSPD

19A. SIGNATURE OF REQUESTING OFFICIAL: Louis W. Armstrong — LOUIS W. ARMSTRONG, C/TFW/Pers. DATE SIGNED: 14 Dec 62
19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [signature] DATE SIGNED: 1/7/63

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. HOSTRS. CODE	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE	27. DATE OF LEI
33	10	61300	TFW	75013		1	10 16 17		

28. NTE EXPIRES (MO. DA. YR.) | 29. SPEC. REFERENCE | 30. RETIREMENT DATA (1 - CSC, 3 - FICA, 5 - NONE) CODE | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.) | EOD DATA | 33. SECURITY REQ. NO. | 34. SEX

35. VET. PREFERENCE CODE (0 - NONE, 1 - 5 PT., 2 - 10 PT.) | 36. SERV. COMP. DATE | 37. LONG. COMP. DATE | 38. CAREER CATEGORY (CAR/RESV, PROV/TEMP) CODE | 39. FEGLI / HEALTH INSURANCE (CODE: 0 - WAIVER, 1 - YES; HEALTH INS. CODE) | 40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA CODE (0 - NO PREVIOUS SERVICE; 1 - NO BREAK IN SERVICE; 2 - BREAK IN SERVICE (LESS THAN 3 YRS); 3 - BREAK IN SERVICE (MORE THAN 3 YRS)) | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA: FORM EXECUTED (1 - YES) 1953; CODE 1501; NO. TAX EXEMPTIONS | 44. STATE TAX DATA: FORM EXECUTED (1 - YES, 2 - NO); CODE; NO. TAX EXEMP.; STATE CODE

45. POSITION CONTROL CERTIFICATION: [signature] 01-?-63
46. O.P. APPROVAL: [signature]
DATE APPROVED:

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 12 December

1. SERIAL NUMBER	2. NAME (Last-First-Middle)
003620	VITALE, Guy

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE REQUESTED (MONTH / DAY / YEAR)	5. CATEGORY OF EMPLOYMENT
PROMOTION		REGULAR

6. FUNDS: X V TO V | V TO CF | CF TO V | CF TO CF

7. COST CENTER NO. CHARGEABLE: 3232-1000-1000

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS:
DDP
Task Force W
FI/CI Branch

10. LOCATION OF OFFICIAL STATION: Washington, D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFFICER (D)	0633	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS (09)	0136.01	08 (3)	$6500

18. REMARKS

Promotion recommendation attached. Fitness Report submitted previously.

18A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
LOUIS W. ARMSTRONG, C/TFW/Pers.			

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE | 20. EMPLOY. CODE | 21. OFFICE CODING (NUMERIC / ALPHABETIC) | 22. STATION CODE | 23. INTEGREE CODE | 24. HQTRS. CODE | 25. DATE OF BIRTH (MO. DA. YR.) | 26. DATE OF GRADE (MO. DA. YR.) | 27. DATE OF LEI (MO. DA. YR.)

28. NTE EXPIRES (MO. DA. YR.) | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA (1 - CSC, 3 - FICA, 5 - NONE; CODE) | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA (TYPE; MO. DA. YR.) | EOD DATA | 33. SECURITY REQ. NO. | 34. SEX

35. VET. PREFERENCE (CODE; 0 - NONE, 1 - 5 PT., 2 - 10 PT.) | 36. SERV. COMP. DATE (MO. DA. YR.) | 37. LONG. COMP. DATE (MO. DA. YR.) | 38. CAREER CATEGORY (CAR/RESV, PROV/TEMP; CODE) | 39. FEGLI / HEALTH INSURANCE (CODE; 0 - WAIVER, 1 - YES; HEALTH INS. CODE) | 40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE; 0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 3 YRS), 3 - BREAK IN SERVICE (MORE THAN 3 YRS)) | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMPTIONS) | 44. STATE TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMP.; STATE CODE)

45. POSITION CONTROL CERTIFICATION | 46. O.P. APPROVAL | DATE APPROVED

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 12 March 1962

1. SERIAL NUMBER: 003620

2. NAME (Last-First-Middle): VITALE, Guy (NMI)

3. NATURE OF PERSONNEL ACTION: REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS

4. EFFECTIVE DATE REQUESTED: MONTH 03 DAY 18 YEAR 62

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO V / V TO CF / X CF TO V / CF TO CF

7. COST CENTER NO. CHARGEABLE: 2235-1400-1000

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS: DDP/WH Branch 4 FI/CI Sec.

10. LOCATION OF OFFICIAL STATION: Washington, D. C.

11. POSITION TITLE: INTELLIGENCE ASST (@)

12. POSITION NUMBER: 0685

13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS (@)

15. OCCUPATIONAL SERIES: 0301.28

16. GRADE AND STEP: 07 (3)

17. SALARY OR RATE: $5685

18. REMARKS

From: DDP/EE/CS/Dev.Compl., D.C.

Security Approval ... 3/6/62 CONCURRENCE: Frank Driscoll (per phone) EE/Personnel Officer

3/6/62

1 copy to Security

19. SIGNATURE OF REQUESTING OFFICIAL: JAMES DURHAM, WH/4/Pers.Officer | DATE SIGNED

18a. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [signature] | DATE SIGNED

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. HOOTRS. CODE	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE	27. DATE OF LEI
16	16	[illegible]	[illegible]			10 16 17		

28. NTE EXPIRES | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA (1 - CSR, 3 - FICA, 4 - NONE) | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA | EOD DATA | 33. SECUR. REQ. NO. | 34. SEX

35. VET. PREFERENCE (0 - NONE, 1 - 5 PT., 2 - 10 PT.) | 36. SERV. COMP. DATE | 37. LONG. COMP. DATE | 38. FEE SEPR CREDIT/LCD (1 - YES, 2 - NO) | 39. FEGLI / HEALTH INSURANCE (0 - WAIVER, 1 - YES) | HEALTH INS. CODE | 40. SOC. SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 12 MOS), 3 - BREAK IN SERVICE (MORE THAN 12 MOS)) | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMPTIONS) | 44. STATE TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMP.; STATE CODE)

45. POSITION CONTROL CERTIFICATION: [signature] 03/2/62

46. O.P. APPROVAL: [signature] | DATE APPROVED

FORM 8-61 1152 USE PREVIOUS EDITION. SECRET (4)

REQUEST FOR PERSONNEL ACTION

6 June 196 0

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth Mo.	Da.	Yr.	4. Vet. Pref. None-0 5 Pt-1 10 Pt-2 Code	5. Sex	6. CS-EOD Mo.	Da.	Yr.
503620	VITALE GUY	10	16	17	1	M 1	09	13	49

7. SCD Mo.	Da.	Yr.	8. CSC Retmt. Yes-1 No-2 Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. Mo.	Da.	Yr.	11. FEGLI Yes-1 No-2 Code	12. LCD Mo.	Da.	Yr.	13. Mil. Serv. Credit, LCD Yes-1 No-2 Code
10	24	42	1	50 USCA 403 J					09	13	49	2

25

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP EE ATHENS STATION OPERATIONS STAFF RECORDS INTEGRATION SECTION	5231	ATHENS, GREECE	29501

16. Dept. - Field (Dept - USfld - Frgn -) Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
5	INTELL ASST	1809	GS	0301.28

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade Mo.	Da.	Yr.	25. PSI Due Mo.	Da.	Yr.	26. Appropriation Number
07 1	$ 4980	DS	09	06	59	09	04	60	0139 9350 3018

ACTION

27. Nature Of Action	Code	28. Eff. Date Mo.	Da.	Yr.	29. Type Of Employee	Code	30. Separation Data
REASSIGNMENT	17	06	12	60	REGULAR	25	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
CS/CS DEVELOPMENT COMPLEMENT EE DIVISION	5268	WASH., D.C.	75013

33. Dept. - Field (Dept - USfld - Frgn -) Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
1		6612 Cc		

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade Mo.	Da.	Yr.	42. PSI Due Mo.	Da.	Yr.	43. Appropriation Number
	$	D							0320 1998

SOURCE OF REQUEST

A. Requested By (Name And Title) 6 7 60
C/EE/Personnel [signature]

B. For Additional Information Call (Name & Telephone Ext.)
Annell M. Weiland X3884

C. Request Approved By (Signature And Title)

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	[signature]	6/8/60	D. Placement		
B. Pos. Control	[signature]	14 JUN 1960	E.		
C. Classification			F. Approved By	[signature] 6-13-60	

Remarks In-casual

FCS RETURNEE

FORM NO. 1152 (4)

Pre 1960 Requests for
Personnel Action

SECRET
(When Filled In)

BIOGRAPHIC PROFILE (PART I)

SCD: 24 Oct 1942

1. PERS. SERIAL NO. 03620				
2. NAME (Last-First-Middle) VITALE, Guy (nmn)	3. SEX M	4. DATE OF BIRTH Oct 1917	5. LONGEVITY COMP. DATE 13 Sep 1949	
6. MARITAL STATUS Single	7. DEPENDENT(S) (Exclud. employee) NO. 0	YEAR(S) OF BIRTH	8. US NATURALIZATION DATE(S) NA SPOUSE	
9. CAREER STAFF STATUS MEMBERSHIP Jul 1954	OTHER STATUS	10. LAST MED. RPT. Apr 1960	QUAL. FOR Dept Duties	EVAL. FOR O/S Returnee
11. CURRENT RESERVE STATUS NONE x	SERVICE	GRADE	ACTIVE DUTY WITH CIA CAT.-1 / RELEASE TO MIL. SER. CAT.-2 / TO BE DEFERRED CAT.-3	RETIRED
12. ASSESSMENT DATE None	13. PROFESSIONAL TEST DATE None	14. LANGUAGE APTITUDE TEST DATE None		

15. NON-CIA EMPLOYMENT

1938-41 Various jobs for short periods of time; also unemployed during part of this time.
1942-46 Military Service, US Army, Sgt
1946-49 Library of Congress, DC - Book Room Attendant

16. NON-CIA EDUCATION

1937-38 Kents Hill Jr College, Maine
1948-50 George Washington, DC - Poli Sci

17. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested): None

18. AGENCY SPONSORED TRAINING

1962 Reds Off Crs

19. CIA EMPLOYMENT HISTORY SINCE 18 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)

EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE		GRADE	SD	ORGANIZATION & ORGAN. TITLE (If any)	LOCATION
Sep 1949	Messenger	0302.01	CPC 3		C&D/Admin/Mail&CourierSect	Hq
Sep 1950	File Clerk	0305.01	GS-3		R&E/Map/Proc&RefBr	"
Jul 1951	" "	0305.01	4		RR/Geo/Map Library Br	"
Nov 1952	" "	0305.01	4		ORR/Ch,GeoRes/MapLibrary/ProcBr	"
Sep 1956	" "	0305.01	5	IR	" " " " " " "	"
Dec 1956	Clerk	0301.26	5	DS	DDP/SE/OpsDiv/Rpts,Index&Biog	Athens
Oct 1957	"	0301.26	6	DS	" " " " " " "	"
Aug 1958	Intel Asst	0301.28	6	DS	DDP/SE/OpsStf/RI Section	"
Sep 1959	" "	0301.26	7	DS	" " " " " "	"
Jun 1960	" "	0301.26	7	D	DDP/EE/CS/CSDevComp	Hq
Mar 1962	" "	0301.26	7	D	DDP/WH/Br-4/FI/CI Sec	"
Jan 1963	Ops Off	0136.01	8	D	DDP/TFW/FI/CI Br	"

20. DATE REVIEWED 25 Jan 1965	21. PROFILE REVIEWED BY hc	22. ITEMS 1-19 REVIEWED & VERIFIED BY EMPLOYEE No

FORM 9-57 1200 (PART I) USE PREVIOUS EDITIONS. SECRET PROFILE (4)

14-00000

SECRET
(When Filled In)

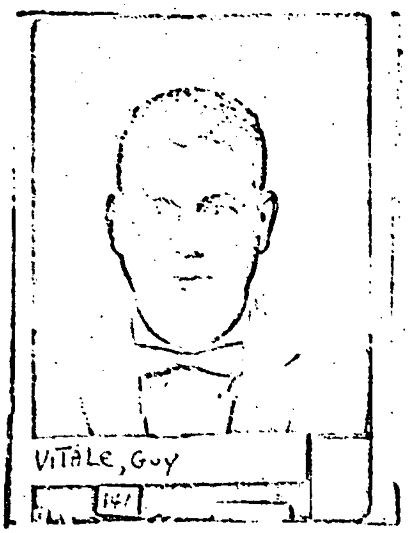
BIOGRAPHIC PROFILE (PART 2)

PERS. SERIAL NO.: 03620

NAME (Last-First-Middle): VITALE, Guy (nmn)

DATE OF BIRTH: Oct 1917

23. SUMMARIES OF EVALUATIVE REPORTS FOR THE PAST TWO YEARS



24. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE

25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL

26. ADDITIONAL INFORMATION

Commendation 1960 from Ch, EE Logistics for services rendered while on a temporary assignment to EE Division Logistics Office.

27. DATE REVIEWED: 25 Jan 1965

28. PROFILE REVIEWED BY: hc

FORM NO. 1200 (PART 2) REPLACES FORM 1050 (PART 2) WHICH IS OBSOLETE.
1 FEB 57

SECRET

PROFILE (4)

SECRET
(When Filled In)

BIOGRAPHIC PROFILE (PART I)

SCD: 24 Oct 1942

1. PERS. SERIAL NO.: 003620

2. NAME (Last-First-Middle): VITALE, Guy (nmn)

3. SEX: M

4. DATE OF BIRTH: 16 Oct 1917

5. LONGEVITY COMP. DATE: 13 Sep 1949

6. MARITAL STATUS: Single

7. DEPENDENT(S) (Exclud. employee): NO. 0 — YEAR(S) OF BIRTH:

8. US NATURALIZATION DATE(S): NA — SPOUSE:

9. CAREER STAFF STATUS: MEMBERSHIP Jul 1954 — OTHER STATUS:

10. LAST MED. RPT.: Apr 1960 — QUAL. FOR: Dept Duties — EVAL. FOR: O/S Returnee

11. CURRENT RESERVE STATUS: NONE x — SERVICE: — GRADE: — ACTIVE DUTY WITH CIA CAT.-1: — RELEASE TO MIL. SER. CAT.-2: — TO BE DEFERRED CAT.-3: — RETIRED:

12. ASSESSMENT DATE: None

13. PROFESSIONAL TEST DATE: None

14. LANGUAGE APTITUDE TEST DATE: None

15. NON-CIA EMPLOYMENT

1939-41 Various jobs for short periods of time; also unemployed during part of this time.
1942-46 Military Service, US Army, Sgt
1946-49 Library of Congress, DC - Clk; Libr Asst

16. NON-CIA EDUCATION

1937-38 Kents Hill Jr College, Maine
1948-50 George Washington, DC - Poli Sci
1957 American Mission Sch, Athens, Greece - Greek (3 mos)

17. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested): None

18. AGENCY SPONSORED TRAINING

1962 Rcds Off Crs

19. CIA EMPLOYMENT HISTORY SINCE 18 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)

EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE		GRADE	SD	ORGANIZATION & ORGAN. TITLE (If any)	LOCATION
Sep 1949	Messenger	0302.01	CPC 3		C&D/Admin/Mail&CourierSect	Hq
Sep 1950	File Clerk	0305.01	CS-3		R&E/Map/Proc&RefBr	"
Jul 1951	" "	0305.01	4		RR/Geo/Map Library Br	"
Nov 1952	" "	0305.01	4		ORR/Ch,GeoRes/MapLibrary/ProcBr	"
Sep 1956	" "	0305.01	5	IR	" " " " " " "	"
Dec 1956	Clerk	0301.26	5	DS	DDP/SE/OpsDiv/Rpts,Index&Biog	Athens
Oct 1957	"	0301.26	6	DS	" " " " " " "	"
Aug 1958	Intel Asst	0301.28	6	DS	DDP/SE/OpsStf/RI Section	"
Sep 1959	" "	0301.26	7	DS	" " " " " "	"
Jun 1960	" "	0301.26	7	D	DDP/EE/CS/CSDevComp	Hq
Mar 1962	" "	0301.26	7	D	DDP/WH/Br-4/FI/CI Sec	"
Jan 1963	Ops Off	0136.01	8	D	DDP/TFW/FI/CI Br	"
May 1965	" "	0136.01	8	D	DDP/WH/C/Miami Ops Br	"
Dec 1965	Intel Asst	0301.28	8	D	" " " " " "	"
May 1968	Intel Anal	0132.35	8	D	DDP/WH/C	

20. DATE REVIEWED: 6 Feb 1969

21. PROFILE REVIEWED BY: hc

22. ITEMS 1-19 REVIEWED & VERIFIED BY EMPLOYEE: No

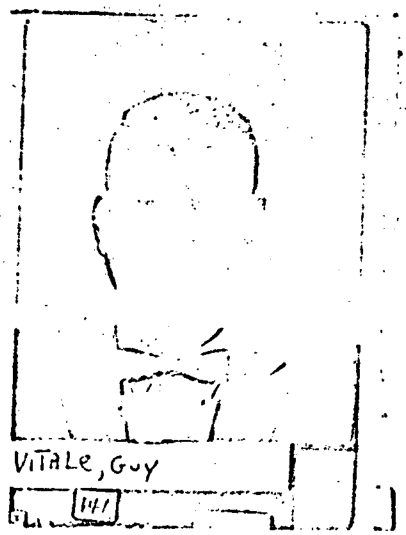
FORM 8-57 1200 (PART I) USE PREVIOUS EDITIONS. SECRET PROFILE (8)

SECRET
(When Filled In)

PERS. SERIAL NO.	BIOGRAPHIC PROFILE (PART 2)
03620	

NAME (Last-First-Middle)	DATE OF BIRTH
VITALE, Guy (nmn)	16 Oct 1917

23.



24. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE

25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL

26. ADDITIONAL INFORMATION

Commendation 1960 from Ch, ES Logistics for services rendered while on a temporary assignment to ES Division Logistics Office.

27. DATE REVIEWED	28. PROFILE REVIEWED BY
6 Feb 1969	hc

FORM NO. 1 FEB 57 1200 (PART 2) REPLACES FORM 1050 (PART 2) WHICH IS OBSOLETE. SECRET PROFILE (4)

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 003620

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Vitale, Guy	10/16/17	M	08	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Intelligence Asst.	DDP/WH/COG	Hqs.

9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT	
X	CAREER		INITIAL
	RESERVE		REASSIGNMENT SUPERVISOR
	TEMPORARY	X	ANNUAL
	CAREER-PROVISIONAL (See Instructions - Section C)		REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):		SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
July 1968	1 July 67 - 30 June 68

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Analysis and Research of clandestine service documents for information pertinent to the criteria of the CUIS/LA Subversive machine program.	P
SPECIFIC DUTY NO. 2: Assists personnel with machine name traces and other operational support assistance.	P
SPECIFIC DUTY NO. 3: Preparation of biographic input sheets for machine processing into the Cuban IS program.	P
SPECIFIC DUTY NO. 4: As Branch Records Officer insures compliance with CS Records directives including authorization for destruction of CS documents.	P
SPECIFIC DUTY NO. 5:	
SPECIFIC DUTY NO. 6:	

9 AUG 1968

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: P

FORM 4-68 45 USE PREVIOUS EDITIONS

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

14-00000

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

AUG 6 1

Mr. Vitale since he was assigned to me initially on a part-time basis and later as a full time assistant has performed adequately as an input analyst in addition to his proficient work as a Records Officer and General support assistant. The quality of his input has been good and his production has helped considerably in cutting down the size of the input backlog. Mr. Vitale also continues to perform the Records Officers function for the branch with a sound knowledge of general records procedures. His attitude and attendance record continue to reflect a willingness to assist the branch in whatever way necessary. In addition Mr. Vitale's valuable background knowledge on a former vital portion of the branch's effort continues to be utilized to a considerable extent. He gets along well with his colleagues and contributes to the smooth running of the office.

Mr. Vitale is presently within 2 years of retirement or 4 years, if he does not receive an overseas assignment. He has told the career panel, he would accept an overseas assignment to either Vietnam or Laos. In view of his experience with paramilitary operations, it is felt this would be a more fitting assignment for him than the present one, even though he has been performing quite satisfactorily.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
7/18/68	Guy Vitale

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
9		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
18 July		Alva King (signed) Alva King

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur in the evaluation of this employee as presented above.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
13 July 1968	C/WH/COG/OS	Thos. J. Barrett

SECRET

SECTION C/Continued NARRATIVE COMMENTS

. For approximately four months during 1967, Mr. Vitale worked with me in providing Headquarters' support to JMWAVE in its conduct of special operations into PBRUMEN. In such a role, Mr. Vitale's knowledge of the history, mechanics, requirements and PBRUMEN personnel of these operations was invaluable in (1) the preparation of operational proposals for the 303 Committee, (2) the provision of timely operational information periodically requested by the front offices of both WH/COG and WHD, and (3) the briefing of WOFIRM personnel newly assigned to JMWAVE to assist in these operations. While under my supervision, Mr. Vitale was a conscientious, loyal, cooperative employee who readily and willingly performed all tasks assigned to him in an exceptional manner. He always expressed his willingness to work as many hours as necessary to finish the task at hand. He has a very pleasant personality, gets along well with his fellow workers and exhibits a good sense of cost consciousness in the use of government equipment and materials. The rating letter "S" most accurately reflects the level of performance of Mr. Vitale during the period he was under my supervision.

Robert J. Weatherwax

Robert J. Weatherwax

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 003620

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
VITALE Guy	16 Oct 17	M	GS-08	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Intell Asst	DDP/WH/COG	Washington

9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
	CAREER		RESERVE		TEMPORARY		INITIAL		REASSIGNMENT SUPERVISOR
	CAREER-PROVISIONAL (See instructions - Section C)			X	ANNUAL		REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):				SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
	1 July 1966 - 30 June 1967

SECTION B — PERFORMANCE EVALUATION

W - Weak — Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate — Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient — Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong — Performance is characterized by exceptional proficiency.

O - Outstanding — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Maintains project and agent 201 files for the Branch's paramilitary program.	S
SPECIFIC DUTY NO. 2: Locates and maintains material for use in briefings and in the conduct of liaison with other government agencies.	A
SPECIFIC DUTY NO. 3: Aids in conducting name traces and in processing operational clearances.	P
SPECIFIC DUTY NO. 4: As Branch Records Officer, insures compliance with CS records directives, including authorization for destruction of CS documents.	P
SPECIFIC DUTY NO. 5: Assists in conduct of input to Cuban I.S. Machine Records Program.	P
SPECIFIC DUTY NO. 6: 31 AUG 1967	

OVERALL PERFORMANCE IN CURRENT POSITION

	Rating Letter
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	P

FORM 4-65 45 USE PREVIOUS EDITIONS

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

14-00000

(When Filled In)

SECTION C NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

AUG 31 9 26 AM '67

Mr. Vitale continues to perform his duties as an operational support assistant capably. His background knowledge of Cuban paramilitary operations has provided the Branch with very useful continuity. His ability and experience in locating material and in handling records for headquarters support to WH/COG Special Operations contribute substantially to the Branch's operational support effort. Mr. Vitale carries out his assigned duties in a willing, loyal and highly dependable manner. He recently has been given an additional assignment on the CUIS Machine Input Program which he is handling in a highly efficient manner. He gets along well with his colleagues and contributes to the smooth running of the office. He does not have supervisory responsibilities, but does show concern for efficient and economical use of government property.

SECTION D CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
25 Aug '67	[signature]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
12		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
25 August 1967	Section Chief, PM Operations	[signature] Ernest Chiocca

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

As noted in the last Fitness Report, I concur generally in the supervisor's ratings of Mr. Vitale's performance as listed; but I must again note that these are duties which could be performed by a more junior clerical type and that Mr. Vitale should not be considered as performing GS-8 level Intelligence Assistant work at a Proficient rating. Indeed, he is, in my opinion, not qualified for such a role and his official position title should be changed to prevent any misunderstanding as to the somewhat unique nature of his value to the Agency.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
28 AUG 1967	C/WH/COG/MO	[signature] Robert A. Ortman

SECRET

SECRET

11 May 1960
File K-4849

MEMORANDUM FOR: Chief, Records and Services Division
Office of Personnel

SUBJECT : VITALE, Guy, nmi

1. Cover arrangements are in process, and/// have been completed for the above-named Subject.

2. Effective 1 April 1960, it is requested that your records be properly blocked ////////to deny ////////// Subject's current Agency employment to an external inquirer.

3. ///

Paul P. Stewart
HARRY W. LITTLE, JR.
Chief, Central Cover Division

cc: SSD/OS

THIS MEMO MUST REMAIN ON TOP OF FILE

SECRET

FORM 1-59 1580a (4-13-40)

14-00000

SECRET
(When Filled In)

ALE: 10 MAR 69

NOTIFICATION OF PERSONNEL ACTION

OEF

1. SERIAL NUMBER: 003620
2. NAME (LAST-FIRST-MIDDLE): VITALE GUY
3. NATURE OF PERSONNEL ACTION: RETIREMENT VOLUNTARY UNDER CIA RETIREMENT AND DISABILITY SYSTEM
4. EFFECTIVE DATE (MO DA YR): 02 28 69
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: X V TO V / CF TO V / V TO CF / CF TO CF
7. Financial Analysis No. Chargeable: 9235 0620 0000
8. CSC OR OTHER LEGAL AUTHORITY: P.L. 88-643 SECT. 233
9. ORGANIZATIONAL DESIGNATIONS: DDP/WH WH/COG OPERATIONS BRANCH WH SECTION
10. LOCATION OF OFFICIAL STATION: WASH., D.C.
11. POSITION TITLE: INTELLIGENCE ASST
12. POSITION NUMBER: 1685
13. SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0301.26
16. GRADE AND STEP: 08 6
17. SALARY OR RATE: 8984
18. REMARKS

---

1. LAST NAME: VITALE FIRST NAME: GUY INITIAL(S):

2. APPOINTMENT DATA
Entered on duty: 9-13-49 F.T: X P.T:
Subject to Sec. 203(d), 1951 Leave Act Yes ☐ No ☐
Ceased to be subject to Sec. 203(d) on ____ Annual Leave Bal. ____

3. TOTAL SERVICE FOR LEAVE (as of date of separation)
Years: 26 Months: 4 Days: 4
☐ More than 15 years

4. DATE AND NATURE OF SEPARATION: 2-28-69 RETIREMENT CIARDS

SUMMARY OF ANNUAL AND SICK LEAVE (HOURS)

	Annual	Sick
5. Balance from prior leave year ended 1-11-1969	274	1655
6. Current leave year accrual through 3-08-1969	24	12
7. Total	298	1667
8. Reduction in credits, if any (current year)	0	0
9. Total leave taken	4	0
10. Balance	294	1667

11. Total hours paid in lump sum: 274 hrs
12. Salary rate(s): $8984.
13. Lump sum leave dates: from 0830 3-3-69 to 4-18-69 1030 (Hours)

26. Certified correct: [signature] 4/2/69
(Signature) (Date)
FOR CHIEF PAYROLL 143-2585
(Title) (Telephone)

SUMMARY OF HOME LEAVE (DAYS)

14. Date arrival abroad for HL purposes ____
15. Current balance as of ____ 19__ ____
16. 12-month accrual rate ____
17. Dates leave used, prior 24 months ____
18. Monthly accrual date ____
19. Calendar days credit for next accrual date ____
20. Date basic service period completed ____

MILITARY LEAVE

21. Dates during current calendar yr. ____ to ____
22. Dates during preceding calendar yr. ____ to ____

ABSENCE WITHOUT PAY

	LWOP or Furlough (Hours)	AWOL or Suspension (Hours)
23. During leave year in which separated	0	0
24. During step-increase waiting period which began on 1-14-68	0	0
25. During 12-month HL accrual period (dates):		

REMARKS
SCD 10-24-42

Standard Form 1150
November 1965
1150-106

RECORD OF LEAVE DATA TRANSFERRED

U.S. CIVIL SERVICE COMMISSION
FPM SUPPLEMENTS 296-31 AND 990-2

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-206 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 9 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
VITALE GUY	003620	51 300	V	GS 08 6	$ 8,614	$ 8,984

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)		
003620	VITALE GUY		
3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT	
REASSIGNMENT	05 04 68		
6. FUNDS: X V TO V / CF TO V / V TO CF / CF TO CF	7. FINANCIAL ANALYSIS NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY	
	8235 0620 0000		
9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION		
DDP/WH DIVISION WH SECTION	WASH., D.C.		
11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION	
INTEL ANALYST	1665	D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0132.35	08	
18. REMARKS			

SIGNATURE OR OTHER AUTHENTICATION

POSTED
5/17/68

14-00000

C/WH/COG

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS
003620	VITALE GUY	51 500	V	

6. OLD SALARY RATE Grade	Step	Salary	Last Eff. Date	7. NEW SALARY RATE Grade	Step	Salary	EFFECTIVE DATE	8. TYPE ACTION SI	ADJ.
GS 08	5	$ ~~XXXXX~~ 8368	01/16/66	GS 08	6	$ ~~XXXXX~~ 8614	01/14/68		

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE [signature] DATE 17 Nov 67

[X] NO EXCESS LWOP

[ ] IN PAY STATUS AT END OF WAITING PERIOD

[ ] LWOP STATUS AT END OF WAITING PERIOD

CLERKS INITIALS NM ENTERED AUDITED BY [initials]

FORM 7-66 560 E Use previous editions PAY CHANGE NOTIFICATION (4-31)

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962,"

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME	SERIAL	ORGN, FUNDS		GR-STEP	OLD SALARY	NEW SALARY
VITALE GUY	003620	51 500	V	GS 08 5	$ 7,781	$ 8,008

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962,"

EFFECTIVE DATE OF PAY ADJUSTMENT, 8 OCTOBER 1967

NAME	SERIAL	ORGN, FUNDS	GR-STEP	OLD SALARY	NEW SALARY
VITALE GUY					

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI POLICY DIRECTIVE DATED 4 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
VITALE GUY	003620	51 500	V	GS 08 4	$ 7,290	$ 7,553

G-33

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
003620	VITALE GUY	51 500 V	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS 08	4	$ 7,553	01/19/64	GS 08	5	$ 7,791	01/16/66			

8. Remarks and Authentication

/ / NO EXCESS LWOP
/ / IN PAY STATUS AT END OF WAITING PERIOD
/ / LWOP STATUS AT END OF WAITING PERIOD
CLERKS INITIALS GT AUDITED BY

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE: [signature] DATE 23 Nov 65

PAY CHANGE NOTIFICATION

Form 1-65 560E Mfg. 3-65 (4-51)

JAN 2 2

14-00000

PJH: 29 DEC 65

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
003620	VITALE GUY

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	12 28 65	REGULAR

6. FUNDS	X	V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
		CF TO V		CF TO CF		6235 1162 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH WH/C MIAMI OPERATIONS BR/PM SECTION	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
INTELLIGENCE ASST	1506	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0301.28	08 4	7553

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
37	10	51500	WH	75013		1	10 16 17		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 3 - FICA, 5 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	33. SECURITY REQ. NO.	34. SEX
12 27 67	83			EOD DATA		

35. VET. PREFERENCE CODE (0 - NONE, 1 - 5 PT., 2 - 10 PT.)	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA CODE (0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE LESS THAN 3 YRS, 3 - BREAK IN SERVICE MORE THAN 3 YRS)	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED 1/25/66

FORM 11-62 1150 Use Previous Edition

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

(When Filled In)

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCS 05/27/65

1 SERIAL NUMBER	2 NAME (LAST FIRST MIDDLE)
003620	VITALE GUY

3 NATURE OF PERSONNEL ACTION	4 EFFECTIVE DATE (MO DA YR)	5 CATEGORY OF EMPLOYMENT
REASSIGNMENT	05 31 65	

6 FUNDS	X	V TO V		V TO CF	7 COST CENTER NO CHARGEABLE	8 CSC OR OTHER LEGAL AUTHORITY
		CF TO V		CF TO CF	5235 1162 0000	

9 ORGANIZATIONAL DESIGNATIONS	10 LOCATION OF OFFICIAL STATION
DDP/WH DIVISION WH C MIAMI OPS BR PM SEC	WASH., D. C.

11 POSITION TITLE	12 POSITION NUMBER	13 CAREER SERVICE DESIGNATION
OPS OFFICER	1142	D

14 CLASSIFICATION SCHEDULE (GS, LB, etc.)	15 OCCUPATIONAL SERIES	16 GRADE AND STEP	17 SALARY OR RATE
GS	0136.01	08	

18 REMARKS

POSTED
6-10-65 [initials]

SIGNATURE OR OTHER AUTHENTICATION

Form 11508 1-63 MFG 1-63 Use Previous Edition SECRET GROUP 1 Excluded from automatic downgrading and declassification (4-51) (When Filled In)

ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE AGENCY ACT OF 1949, AS AMENDED, AND POLICY DIRECTIVE ISSUED BY THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE DATED 8 OCTOBER 1962.

SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE AND STEP AS INDICATED IN CHART BELOW.

GENERAL SCHEDULE RATES

Federal Employees Salary Act of 1964

GRADE	*Per Annum Rates and Steps*									
	1	2	3	4	5	6	7	8	9	10
GS- 1	$3,385	$3,500	$3,615	$3,730	$3,845	$3,960	$4,075	$4,190	$4,305	$4,420
GS- 2	3,680	3,805	3,930	4,055	4,180	4,305	4,430	4,555	4,680	4,805
GS- 3	4,005	4,140	4,275	4,410	4,545	4,680	4,815	4,950	5,085	5,220
GS- 4	4,480	4,630	4,780	4,930	5,080	5,230	5,380	5,530	5,680	5,830
GS- 5	5,000	5,165	5,330	5,495	5,660	5,825	5,990	6,155	6,320	6,485
GS- 6	5,505	5,690	5,875	6,060	6,245	6,430	6,615	6,800	6,985	7,170
GS- 7	6,050	6,250	6,450	6,650	6,850	7,050	7,250	7,450	7,650	7,850
GS- 8	6,630	6,850	7,070	7,290	7,510	7,730	7,950	8,170	8,390	8,610
GS- 9	7,220	7,465	7,710	7,955	8,200	8,445	8,690	8,935	9,180	9,425
GS-10	7,900	8,170	8,440	8,710	8,980	9,250	9,520	9,790	10,060	10,330
GS-11	8,650	8,945	9,240	9,535	9,830	10,125	10,420	10,715	11,010	11,305
GS-12	10,250	10,605	10,960	11,315	11,670	12,025	12,380	12,735	13,090	13,445
GS-13	12,075	12,495	12,915	13,335	13,755	14,175	14,595	15,015	15,435	15,855
GS-14	14,170	14,660	15,150	15,640	16,130	16,620	17,110	17,600	18,090	18,580
GS-15	16,460	17,030	17,600	18,170	18,740	19,310	19,880	20,450	21,020	21,590
GS-16	18,935	19,590	20,245	20,900	21,555	22,210	22,865	23,520	24,175	.....
GS-17	21,445	22,195	22,945	23,695	24,445	.....	.....	.....	.....	.....
GS-18	24,500	.....	.....	.....	.....	.....	.....	.....	.....	.....

14-00000

1 Serial No	2 Name	3 Cost Center Number	4 LWOP Hours
003620	VITALE GUY	37P 49 300 V	

5 OLD SALARY RATE				6 NEW SALARY RATE				7 TYPE ACTION		
Grade	Step	Salary	Last Eff Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ
GS 08	3	$ 6810	01/20/63	GS 08	4	$ 7020	01/19/64			

8 Remarks and Authentication

/ / NO EXCESS LWOP
/ / IN PAY STATUS AT END OF WAITING PERIOD
/ / LWOP STATUS AT END OF WAITING PERIOD
CLERKS INITIALS AUDITED BY JL2

SALARY CONTINGENT ON CONGRESSIONAL APPROVAL

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE: [signature] DATE: 3 Dec 63

PAY CHANGE NOTIFICATION

Form 9-61 560 Obsolete Previous Edition (4-51)

1964 Mar 13

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 5 JANUARY 1964.

NAME	SERIAL	ORGN FUNDS	GR-ST	OLD SALARY	NEW SALARY
VITALE GUY	003620	49 300 V	GS 08 3	$ 6,500	$ 6,810

14-00000

BAB: 18 JAN 63

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
003620	VITALE GUY

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
PROMOTION	01 20 63	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
X					3232 1000 1000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP TASK FORCE W FI/CI BRANCH	WASH., D. C.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFFICER	0683	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	08 3	6500

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hqtrs. Code	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)
22	10	61300 TFW	75013		1	10 16 17	01 20 63	01 20 63

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.)	EOD DATA	33. SECURITY REQ. NO.	34. SEX

35. VET. PREFERENCE (0 - NONE, 1 - 5 PT., 2 - 10 PT.)	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA
0 - NO PREVIOUS SERVICE; 1 - NO BREAK IN SERVICE; 2 - BREAK IN SERVICE (LESS THAN 3 YRS.); 3 - BREAK IN SERVICE (MORE THAN 3 YRS.)		FORM EXECUTED (1 - YES, 2 - NO) / CODE / NO. TAX EXEMPTIONS	FORM EXECUTED (1 - YES, 2 - NO) / CODE / NO TAX EXEMP. / STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

POSTED
02/21/63

FORM 4-62 1150 Use Previous Edition

23 JAN 1963 Bab

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

(When Filled In)

14-00000

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87 - 793 AND OCI MEMORANDUM DATED 1 AUGUST 1956 , SALARY IS ADJUSTED AS FOLLOWS. EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD GR-ST	OLD SALARY	NEW GR-ST	NEW SALARY
VITALE GUY	003620	61000	V	07 4	$ 5850	07 4	$ 6095

232-1000

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
003620	VITALE GUY	61 000 V 2A	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ
GS 07	3	$ 5,685	09/03/61	GS 07	4	$ 5,850	09/02/62			

8. Remarks and Authentication

/ / NO EXCESS LWOP / / EXCESS LWOP

/ / IN PAY STATUS AT END OF WAITING PERIOD

/ / IN LWOP STATUS AT END OF WAITING PERIOD

CLERKS INITIALS AUDITED BY

PAY CHANGE NOTIFICATION

Form 9-61 560 Obsolete Previous Edition

(4-51)

14-00000

SECRET
(When Filled In)

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
?3620	VITALE GUY	DDP/FE UV	

5. OLD SALARY RATE Grade	Step	Salary	Last Pl. Date	6. NEW SALARY RATE Grade	Step	Salary	Effective Date	7. TYPE ACTION PSI	LSI	ADJ
GS 07	2	$ 5,520	03/04/60	07	3	$ 5,685	09/03/61	X		

8. Remarks and Authentication

~~/~~ NO EXCESS LWOP

/ / IN PAY STATUS AT END OF WAITING PERIOD

/ / IN LWOP STATUS AT END OF WAITING PERIOD

9/26/61

PAY CHANGE NOTIFICATION

Form 7-60 560 Obsolete Previous Edition SECRET (4-61)

ABM: 20 MAR 62

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
003620	VITALE GUY

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS	03 18 62	REGULAR

6. FUNDS	V TO V	V TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
X	CF TO V	CF TO CF	2235 1400 1000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP WH BRANCH 4 FI CI SEC	WASH., D. C.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
INTELLIGENCE ASST	0685	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0301.28	07 3	5685

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING NUMERICAL	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Vet. Pref. Code	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE	27. DATE OF LEI
16	10	64450	WH	75013		1	10 16 17		

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 3 - FICA, 5 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA (TYPE, MO. DA. YR.)	33. SECURITY REQ NO.	34. SEX
				EOD DATA		

35. VET. PREFERENCE CODE (0 - NONE, 1 - 5 PT, 2 - 10 PT)	36. SERV. COMP. DATE (MO. DA. YR.)	37. LONG. COMP. DATE (MO. DA. YR.)	38. MIL. SERV. CREDIT LCD (1 - YES, 2 - NO)	39. FEGLI / HEALTH INSURANCE (CODE, 0 - WAIVED, 1 - YES, HEALTH INS. CODE)	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE: 0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE LESS THAN 12 MOS., 3 - BREAK IN SERVICE MORE THAN 12 MOS.)	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA (FORM EXECUTED, CODE, 1 - YES, 2 - NO, NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED, 1 - YES, 2 - NO, CODE, NO. TAX EXEMP., STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

14-00000

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
503620	VITALE GUY	DDP/CE	UV	

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE MO.	DA.	YR.	GRADE	STEP	SALARY	EFFECTIVE DATE MO.	DA.	YR.
GS 07	1	$ 5,355	09	06	59	GS 07	2	$ 5,520	09	04	60

TO BE COMPLETED BY THE OFFICE OF COMPTROLLER

8. CHECK ONE ☒ NO EXCESS LWOP ☐ EXCESS LWOP
IF EXCESS LWOP, CHECK FOLLOWING:
☐ IN PAY STATUS AT END OF WAITING PERIOD
☐ IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. TYPE OF ACTION
☐ P.S.I. ☐ L.S.I. ☐ PAY ADJUSTMENT

13. REMARKS

14. AUTHENTICATION

HLF 7/28/60

E.D.ECHOLS

PAY CHANGE NOTIFICATION

FORM 8-58 560 OBSOLETE PREVIOUS EDITION REPLACES FORM 560a AND 560b.

SECRET

OFFICIAL PERSONNEL FOLDER (4)

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
D	VITALE GUY	503620	52 88	GS-07 1	$ 4,990	$ 5,355

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

14-00000

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

ARE: 10 JUNE 1960

Field	Value
1. Serial No.	503620
2. Name (Last-First-Middle)	VITALE GUY
3. Date Of Birth (Mo. Da. Yr.)	10 16 17
4. Vet. Pref. (None-0, 5 Pt-1, 10 Pt-2) Code	1
5. Sex	M 1
6. CS-EOD (Mo. Da. Yr.)	09 13 49
7. SCD (Mo. Da. Yr.)	10 24 42
8. CSC Retmt. (Yes-1, No-2) Code	1
9. CSC Or Other Legal Authority	50 USCA 403 J
10. Apmt. Affidav. (Mo. Da. Yr.)	
11. FEGLI (Yes-1, No-2) Code	
12. LCD (Mo. Da. Yr.)	09 13 49
13. Mil. Serv. Credit, LCD (Yes-1, No-2) Code	2

PREVIOUS ASSIGNMENT

Field	Value
14. Organizational Designations	DDP EE ATHENS STATION OPERATIONS STAFF RECORDS INTEGRATION SECTION
Code	5231
15. Location Of Official Station	ATHENS, GREECE
Station Code	29501
16. Dept.-Field (Dept-1, USfld-3, Frgn-5) Code	5
17. Position Title	INTELL ASST
18. Position No.	1809
19. Serv.	GS
20. Occup. Series	0301.28
21. Grade & Step	07 1
22. Salary Or Rate	$ 4980
23. SD	DS
24. Date Of Grade (Mo. Da. Yr.)	09 06 59
25. PSI Due (Mo. Da. Yr.)	09 04 60
26. Appropriation Number	0139 9350 3018

ACTION

Field	Value
27. Nature Of Action	REASSIGNMENT
Code	67
28. Eff. Date (Mo. Da. Yr.)	06 12 60
29. Type Of Employee	REGULAR
Code	25
30. Separation Data	

PRESENT ASSIGNMENT

Field	Value
31. Organizational Designations	CS/CS DEVELOPMENT COMPLEMENT EE DIVISION
Code	5288
32. Location Of Official Station	WASH., D. C.
Station Code	75013
33. Dept.-Field (Dept-1, USfld-3, Frgn-5) Code	1
34. Position Title	INTELL ASST
35. Position No.	061260
36. Serv.	GS
37. Occup. Series	0301.28
38. Grade & Step	07 1
39. Salary Or Rate	$ 4980
40. SD	D
41. Date Of Grade (Mo. Da. Yr.)	09 06 59
42. PSI Due (Mo. Da. Yr.)	09 04 60
43. Appropriation Number	0320 1998

44. Remarks

CASUAL (PCS RETURNEE)

POSTED
16 JUN 1960

FORM NO. 1 MAR 57 1150a

SECRET

(4)

14-00000

Pre 1960 Notifications
of Personnel Action

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 003620

SECTION A — GENERAL

1. NAME (Last) (First) (Middle): Vitale, Guy	2. DATE OF BIRTH: 10/16/17	3. SEX: M	4. GRADE: 08	5. SD: D
6. OFFICIAL POSITION TITLE: Intelligence Asst.	7. OFF/DIV/BR OF ASSIGNMENT: DDP/WH/COG		8. CURRENT STATION: Hqs.	

9. CHECK (X) TYPE OF APPOINTMENT: X CAREER / RESERVE / TEMPORARY / CAREER-PROVISIONAL (See instructions - Section C) / SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT: INITIAL / REASSIGNMENT SUPERVISOR / X ANNUAL / REASSIGNMENT EMPLOYEE / SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.: July 1968

12. REPORTING PERIOD (From- to-): 1 July 67 - 30 June 68

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Analysis and Research of clandestine service documents for information pertinent to the criteria of the CUIS/LA Subversive machine program.	P
SPECIFIC DUTY NO. 2: Assists personnel with machine name traces and other operational support assistance.	P
SPECIFIC DUTY NO. 3: Preparation of biographic input sheets for machine processing into the Cuban IS program.	P
SPECIFIC DUTY NO. 4: As Branch Records Officer insures compliance with CS Records directives including authorization for destruction of CS documents.	P
SPECIFIC DUTY NO. 5:	
SPECIFIC DUTY NO. 6:	

9 AUG 1968

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: P

14-00000

SECRET

(When Filled In)

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

AUG 6

Mr. Vitale since he was assigned to me initially on a part-time basis and later as a full time assistant has performed adequately as an input analyst in addition to his proficient work as a Records Officer and General support assistant. The quality of his input has been good and his production has helped considerably in cutting down the size of the input backlog. Mr. Vitale also continues to perform the Records Officers function for the branch with a sound knowledge of general records procedures. His attitude and attendance record continue to reflect a willingness to assist the branch in whatever way necessary. In addition Mr. Vitale's valuable background knowledge on a former vital portion of the branch's effort continues to be utilized to a considerable extent. He gets along well with his colleagues and contributes to the smooth running of the office.

Mr. Vitale is presently within 2 years of retirement or 4 years, if he does not receive an overseas assignment. He has told the career panel, he would accept an overseas assignment to either Vietnam or Laos. In view of his experience with paramilitary operations, it is felt this would be a more fitting assignment for him than the present one, even though he has been performing quite satisfactorily.

SECTION D	CERTIFICATION AND COMMENTS	
1.	BY EMPLOYEE	
	I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT	
DATE: 7/18/68	SIGNATURE OF EMPLOYEE: Guy Vitale	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 9	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE: 18 July	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE: Alva King
3.	BY REVIEWING OFFICIAL	
COMMENTS OF REVIEWING OFFICIAL: I concur in the evaluation of this employee as presented above.		
DATE: 13 July 1968	OFFICIAL TITLE OF REVIEWING OFFICIAL: C/WH/COG/OS	TYPED OR PRINTED NAME AND SIGNATURE: Thos. J. [illegible]

SECRET

SECTION C/Continued NARRATIVE COMMENTS

For approximately four months during 1967, Mr. Vitale worked with me in providing Headquarters' support to JMWAVE in its conduct of special operations into PBRUMEN. In such a role, Mr. Vitale's knowledge of the history, mechanics, requirements and PBRUMEN personnel of these operations was invaluable in (1) the preparation of operational proposals for the 303 Committee, (2) the provision of timely operational information periodically requested by the front offices of both WH/COG and WHD, and (3) the briefing of WOFIRM personnel newly assigned to JMWAVE to assist in these operations. While under my supervision, Mr. Vitale was a conscientious, loyal, cooperative employee who readily and willingly performed all tasks assigned to him in an exceptional manner. He always expressed his willingness to work as many hours as necessary to finish the task at hand. He has a very pleasant personality, gets along well with his fellow workers and exhibits a good sense of cost consciousness in the use of government equipment and materials. The rating letter "S" most accurately reflects the level of performance of Mr. Vitale during the period he was under my supervision.

Robert J. Weatherwax

Robert J. Weatherwax

Fil Control

SECRET

(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 003620

SECTION A — GENERAL

1. NAME (Last) (First) (Middle): VITALE Guy	2. DATE OF BIRTH: 16 Oct 17 / 3. SEX: M	4. GRADE: GS-08 / 5. SD: D
6. OFFICIAL POSITION TITLE: Intell Asst	7. OFF/DIV/BR OF ASSIGNMENT: DDP/WH/COG	8. CURRENT STATION: Washington
9. CHECK (X) TYPE OF APPOINTMENT: CAREER / RESERVE / TEMPORARY / CAREER-PROVISIONAL (See instructions - Section C) / SPECIAL (Specify):	10. CHECK (X) TYPE OF REPORT: INITIAL / X ANNUAL / SPECIAL (Specify):	REASSIGNMENT SUPERVISOR / REASSIGNMENT EMPLOYEE
11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-): 1 July 1966 - 30 June 1967	

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Maintains project and agent 201 files for the Branch's paramilitary program.	S
SPECIFIC DUTY NO. 2: Locates and maintains material for use in briefings and in the conduct of liaison with other government agencies.	A
SPECIFIC DUTY NO. 3: Aids in conducting name traces and in processing operational clearances.	P
SPECIFIC DUTY NO. 4: As Branch Records Officer, insures compliance with CS records directives, including authorization for destruction of CS documents.	P
SPECIFIC DUTY NO. 5: Assists in conduct of input to Cuban I.S. Machine Records Program.	P
SPECIFIC DUTY NO. 6:	

31 AUG 1967

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: P

14-00000

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

AUG 31 9 26 AM '67

Mr. Vitale continues to perform his duties as an operational support assistant capably. His background knowledge of Cuban paramilitary operations has provided the Branch with very useful continuity. His ability and experience in locating material and in handling records for headquarters support to WH/COG Special Operations contribute substantially to the Branch's operational support effort. Mr. Vitale carries out his assigned duties in a willing, loyal and highly dependable manner. He recently has been given an additional assignment on the CUIS Machine Input Program which he is handling in a highly efficient manner. He gets along well with his colleagues and contributes to the smooth running of the office. He does not have supervisory responsibilities, but does show concern for efficient and economical use of government property.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
25 Aug '67	Guy Vitale

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
12		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
25 August 1967	Section Chief, PM Operations	Ernest Chiocca (signed Ernest T. Chiocca)

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

As noted in the last Fitness Report, I concur generally in the supervisor's ratings of Mr. Vitale's performance as listed; but I must again note that these are duties which could be performed by a more junior clerical type and that Mr. Vitale should not be considered as performing GS-8 level Intelligence Assistant work at a Proficient rating. Indeed, he is, in my opinion, not qualified for such a role and his official position title should be changed to prevent any misunderstanding as to the somewhat unique nature of his value to the Agency.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
28 AUG 1967	C/WH/COG/MO	Robert A. Ortman (signed)

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 003620

SECTION A — GENERAL

1. NAME (Last) (First) (Middle): VITALE Guy	2. DATE OF BIRTH: 16 Oct 17	3. SEX: M	4. GRADE: GS-08	5. SD: D	
6. OFFICIAL POSITION TITLE: Intelligence Analyst	7. OFF/DIV/BR OF ASSIGNMENT: DDP/WH/C		8. CURRENT STATION: Wash., D.C.		

9. CHECK (X) TYPE OF APPOINTMENT: CAREER / RESERVE / TEMPORARY / CAREER-PROVISIONAL (See instructions - Section C) / SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT: INITIAL / XXXX ANNUAL / SPECIAL (Specify): / REASSIGNMENT SUPERVISOR / REASSIGNMENT EMPLOYEE

11. DATE REPORT DUE IN O.P.:

12. REPORTING PERIOD (From- to-): 1 July 1965 - 30 June 1966

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Maintains project and agent 201 files for an extensive paramilitary program.	S
SPECIFIC DUTY NO. 2: Locates and maintains material for use in briefings and the conduct of liaison with other government agencies.	P
SPECIFIC DUTY NO. 3: Aids in conducting name traces and processing clearances.	P
SPECIFIC DUTY NO. 4: As Branch Records Officer, insures compliance with CS records directives, including authorization for destruction of CS documents.	P
SPECIFIC DUTY NO. 5:	
SPECIFIC DUTY NO. 6:	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: P

29 JUL 1966

FORM 4-62 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

14-00000

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

JUL 26 4 07 PM '66

Mr. Vitale's principal qualification is his background knowledge of the operational history of Cuban paramilitary operations. This has afforded the branch considerable continuity. He is a very willing worker who gets along well with fellow employees. His knowledge of and experience in handling records and locating material makes him valuable in headquarters support of WH/Cuba paramilitary case officers - a task he performs in a loyal and dependable manner.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
11 July 1966	[signature]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
10 months		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
	C/WH/C/MO/PM	Bryan Mills [signature]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I have had opportunity to observe subject's performance closely for nine months and while I generally concur in his supervisor's ratings of the duties as listed, it should be noted that these same duties could be performed equally well by a more junior Intel Clerk or Intel Assistant and, therefore, the overall rating as a GS-8 Intel Assistant does not accurately reflect his capability. In my opinion it would be very difficult, if not impossible, for subject to perform competitively with other Intel Assistants at a GS-8 level, and I recommend his position title be changed to Ops Support Assistant, a role in which he performs capably.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
25 July 1966	C/WH/C/MO	Robert A. Ortman [signature]

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 003620

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
VITALE, Guy	16 Oct 17	M	GS-08	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Ops Officer	DDP/WH/C	Washington D.C.

9. CHECK (X) TYPE OF APPOINTMENT
- CAREER
- RESERVE
- TEMPORARY
- CAREER-PROVISIONAL *(See instructions - Section C)*
- SPECIAL *(Specify)*:

10. CHECK (X) TYPE OF REPORT
- INITIAL
- X ANNUAL
- SPECIAL *(Specify)*:
- REASSIGNMENT SUPERVISOR
- REASSIGNMENT EMPLOYEE

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
31 July 1965	1 July 64 - 30 June 65

SECTION B — PERFORMANCE EVALUATION

- **W - Weak**: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- **A - Adequate**: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
- **P - Proficient**: Performance is more than satisfactory. Desired results are being produced in a proficient manner.
- **S - Strong**: Performance is characterized by exceptional proficiency.
- **O - Outstanding**: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise *(indicate number of employees supervised)*.

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Processes name traces and clearances; traces and maintains agent 201 files.	O
SPECIFIC DUTY NO. 2: Conducts research for preparation of reports and plans.	S
SPECIFIC DUTY NO. 3: Maintains office files on a complex project.	S
SPECIFIC DUTY NO. 4: Prepares cable or dispatch replies to name trace requests.	P
SPECIFIC DUTY NO. 5: Records Officer - Insures compliance with CS records, directives and authorizes destruction of CS documents.	P
SPECIFIC DUTY NO. 6:	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

22 JUL 1965

FORM 4-62 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

JUL 23 12 00 PM '65

Mr. Vitale's longevity on the project makes his services increasingly valuable. This is particular true in briefing and orienting new officers. He continues to do an exceptional job in assisting his office on a most complex project where many of his colleagues have transferred primarily because of the many demands and frustrations caused by this extraordinary project. Mr. Vitale continues to be a most loyal, cooperative and willing worker, getting along well with all hands. His maturity and many years of experience in his field, in addition to his great general knowledge, make him a most valued employee when compared to colleagues of similar rank. It is because of this that I have again rated Mr. Vitale very high. Although Mr. Vitale has no supervisory responsibilities and fully realizing his limited potential as a senior operations officer, I feel he is still undergraded and should be promoted to the next higher grade at the earliest opportunity. Because Mr. Vitale's job and performance have remained almost exactly the same as during the previous year, this fitness report is also very similar.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
13 July 65	[signature]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
46 months		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
13 July 1965	C/WH/C/MO/PM	[signature] Calvin Hicks

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

The reviewing official does not use the same rating scale as the supervisor; therefore, would rate subject one letter lower in the first three duties and P in the overall performance. Subject is conscientious, pleasant and has an excellent "stay-on-the-job" approach.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
20 July 1965	C/WH/C/MO	[signature] Walter T. Cini

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 49300

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
VITALE Guy	16 Oct 17	M	GS-08	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Ops Officer	DDP/SAS	Washington, D.C.

9. CHECK (X) TYPE OF APPOINTMENT
- CAREER
- RESERVE
- TEMPORARY
- CAREER-PROVISIONAL (See instructions - Section C)
- SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT
- INITIAL
- REASSIGNMENT SUPERVISOR
- X ANNUAL
- REASSIGNMENT EMPLOYEE
- SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
31 July 1964	1 July 1963 - 30 June 1964

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Processes name traces and clearances; traces and maintains agent 201 files.	O
SPECIFIC DUTY NO. 2: Conducts research for preparation of reports and plans.	S
SPECIFIC DUTY NO. 3: Maintains office files on a complex project.	S
SPECIFIC DUTY NO. 4: Prepares cable or dispatch replies to name trace requests.	P
SPECIFIC DUTY NO. 5: Records Officer - Insures compliance with CS records, directives and authorizes destruction of CS documents.	P
SPECIFIC DUTY NO. 6:	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

14 AUG 1964

SECRET
(When Filled In)

OFFICE OF PERSONNEL

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

MAIL ROOM

Mr. Vitale continues to do an exceptional job in assisting his office on a most complex project. His longevity on the project, coupled with his continued objectivity, makes his services increasingly valuable. This is in contrast to many of his colleagues who have transferred because of the many extreme demands and frustrations caused by this extraordinary project. Mr. Vitale continues to be a most loyal, cooperative and willing worker, getting along well with all hands. His maturity and many years of experience in his field, in addition to his great general knowledge, make him a most valued employee when compared to colleagues of similar rank. It is because of this that I have again rated Mr. Vitale very high. In addition, and fully realizing his limited potential as a senior operations officer, I feel he is still undergraded and should be promoted to the next higher grade at the earliest opportunity.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
July 23, 64	[signature] Vitale

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
34 months		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
15 July 1964	C/WH/SA/MOB/PM	Calvin W. Hicks

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Undersigned concurs in the ratings of the specific duties and performance in current position of Mr. Vitale. Mr. Vitale has been concerned with the Cuban effort for several years and his personal knowledge of past events is extremely helpful.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
28 July 1964	C/WH/SA/MOB	Colonel Arthur A. Maloney

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 003620

81

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
VITALE Guy	16 Oct. 1917	Male	GS-8	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Ops. Officer	DDP/S.A.S.	Washington, D.C.

9. CHECK (X) TYPE OF APPOINTMENT	10. CHECK (X) TYPE OF REPORT
CAREER / RESERVE / TEMPORARY	INITIAL / REASSIGNMENT SUPERVISOR
CAREER-PROVISIONAL (See instructions - Section C)	X ANNUAL / REASSIGNMENT EMPLOYEE
SPECIAL (Specify):	SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
31 July 1963	1 July 1962 to 30 June 1963

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1: Processes name traces and clearances. Traces and maintains agent 201 files.	S/O
SPECIFIC DUTY NO. 2: Conducts research for preparation of reports and plans.	S
SPECIFIC DUTY NO. 3: Maintains office files on a complex project.	S
SPECIFIC DUTY NO. 4: Prepares cable or dispatch replies to name trace requests.	P
SPECIFIC DUTY NO. 5: Records Officer - Insures compliance with CS records, directives and authorizes destruction of CS documents.	P
SPECIFIC DUTY NO. 6:	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

9 AUG 1963

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GROUP 1 Excluded from automatic downgrading and declassification

14-00000

SECRET

(When Filled In) OFFICE OF PERSONNEL

AUG 5 9 40 AM '63

MAIL ROOM

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Subject continues to do an exceptional job in assisting his office in the formulation of reports and plans by his research and ability to quickly make name traces and ferret out information from the various agency sources.

During the past year subject has continued to be a most cooperative, loyal and willing worker on a project that due to its nature is more frustrating, and demands more with less apparent return than most projects. As on his previous fitness report, I have rated him very high, primarily due to the fact that ~~he's mature~~ his maturity and many years experience with the Agency have made him of much more immediate value than most of his colleagues in the GS 7-9 level. Consequently, although he has made GS-8 within the past year, I feel he is still undergraded and should be promoted to GS-9 at the earliest opportunity.

SECTION D	CERTIFICATION AND COMMENTS	
1.	BY EMPLOYEE	
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE: June 13, 63	SIGNATURE OF EMPLOYEE: Guy Vitale	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 22 mths.	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE: 12 June 63	OFFICIAL TITLE OF SUPERVISOR: DC/SAS/MOB/FM	TYPED OR PRINTED NAME AND SIGNATURE: Calvin W. Hicks
3.	BY REVIEWING OFFICIAL	

COMMENTS OF REVIEWING OFFICIAL

While not wishing to detract from the value of subject's duties or from the manner in which he performs them, I do have strong doubts as to whether the nature of his duties warrant promotion to GS-9 even if they were performed in an outstanding manner. During the next year additional duties of a more demanding nature will be placed on subject and I will want to weigh his performance under those circumstances before recommending promotion.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
6/13/63	C/SAS/MOB/FM	Charles W. Matt

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 003620

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
VITALE Guy	16 Oct. 1917	M	GS-7	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Intell. Asst.	DDP/TFW/FI Br.	Wash., D.C.

9. CHECK (X) TYPE OF APPOINTMENT: CAREER / RESERVE / TEMPORARY / CAREER-PROVISIONAL (See instructions - Section C) / SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT: INITIAL / REASSIGNMENT SUPERVISOR / ANNUAL / REASSIGNMENT EMPLOYEE / SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
31 July 1962	1 Sept. 1961 to 30 June 1962

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1: Processes name traces and clearances - Traces and maintains agent 201 files.	S/O
SPECIFIC DUTY NO. 2: Conducts research for preparation of reports and plans.	S
SPECIFIC DUTY NO. 3: Maintains office files on a complex project.	S
SPECIFIC DUTY NO. 4: Prepares cable or dispatch replies to name trace requests.	A
SPECIFIC DUTY NO. 5: Records Officer - Insures compliance with CS Records, Directives and authorizes destruction of CS documents.	A
SPECIFIC DUTY NO. 6:	

OVERALL PERFORMANCE IN CURRENT POSITION

	RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

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SECRET

GROUP 1 Excluded from automatic downgrading and declassification

14-00000

SECRET
(When Filled In)

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Subject has done an exceptional job in assisting his office in the formulation of reports and plans by his research and ability to quickly make name traces and ferret out information from the various agency sources concerned.

He at all times has been a most cooperative, loyal and willing worker with good security habits. Although, he does not have the ambition or drive to get to the top of the ladder that many younger officers may have (not everybody can or wants to be Chief, but can still be one of the best indians in the business), his great store of general knowledge and many years of agency experience have made him of much more immediate value than most of his colleagues in the GS-7-9 level, and it is because of this that he has received such a high rating. Consequently, it is recommended that Mr. Vitale be promoted to the next higher grade at the earliest opportunity.

SECTION D	CERTIFICATION AND COMMENTS	
1.	BY EMPLOYEE	
	I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT	
DATE: Aug 21, 1962	SIGNATURE OF EMPLOYEE: Guy Vitale	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 10 MONTHS	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE: 21 August 1962	OFFICIAL TITLE OF SUPERVISOR: TFW/PM/OPS	TYPED OR PRINTED NAME AND SIGNATURE: C.W. HICKS
3.	BY REVIEWING OFFICIAL	
COMMENTS OF REVIEWING OFFICIAL		
DATE: 21 August 1962	OFFICIAL TITLE OF REVIEWING OFFICIAL: DC/TFW/PM	TYPED OR PRINTED NAME AND SIGNATURE: C.W. MATT

SECRET

SECRET
(When Filled In)

FITNESS REPORT

FITNESS REPORT	EMPLOYEE SERIAL NUMBER

Received by CSPD

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
[illegible]	[illegible] Oct. [illegible]	[illegible]	[illegible]

5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
[illegible]	[illegible]	[illegible] WH/4

8. CAREER STAFF STATUS			9. TYPE OF REPORT	
NOT ELIGIBLE	MEMBER	DEFERRED	INITIAL	REASSIGNMENT/SUPERVISOR
PENDING	DECLINED	DENIED	ANNUAL	REASSIGNMENT/EMPLOYEE

10. DATE REPORT DUE IN O.P.	11. REPORTING PERIOD From To	SPECIAL (Specify)
	31 Aug 67	

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise *(indicate number of employees supervised)*.

1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding

SPECIFIC DUTY	RATING NO.	SPECIFIC DUTY	RATING NO.
SPECIFIC DUTY NO. 1		SPECIFIC DUTY NO. 3 Research Work Required in the Preparation of Reports.	5
SPECIFIC DUTY NO. 1 Assistant to C/O (leg man)	5	SPECIFIC DUTY NO. 4 Maintenance of Office Files	6
SPECIFIC DUTY NO. 2 Safehouse Keeper	7	SPECIFIC DUTY NO. 5 Intel Ass't.	5

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO. 5

SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE							X
RESOURCEFUL							X
ACCEPTS RESPONSIBILITIES					X		
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							X
DOES HIS JOB WITHOUT STRONG SUPPORT					X		
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X	
WRITES EFFECTIVELY					X		
SECURITY CONSCIOUS							X
THINKS CLEARLY							X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X	
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE

FORM 8-58 45 OBSOLETE PREVIOUS EDITIONS. SECRET (4)

SECRET
(When Filled In)

SECTION E **NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject is very versatile and can be utilized effectively on an assignment involving heterogeneous duties. His ability to function as an agent handler is extremely commendable. Subject is able to communicate equally well with "high or low level agents." He further demonstrated his usefulness in the preparation of research papers and the maintenance of files. Supervisor feels that Subject's productivity and effectiveness is dependent on whether he is in a position that he personally likes (It should be noted that Subject is 44 yrs old).

Subject has demonstrated that he can assume greater responsibilities. (During the period covered he travelled to Puerto Rico and New Orleans on assignments not under control of the Supervisor)..

SECTION F **CERTIFICATION AND COMMENTS**

1. **BY EMPLOYEE**

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE
28 Feb. 62	Guy Vitale

2. **BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
9 months	~~Employee not at Hqs~~

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

- [ ] EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS
- [ ] REPORT MADE WITHIN LAST 90 DAYS
- [ ] OTHER (Specify):

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
12 FEB 62	C/O	Thomas G. Clines THOMAS G. CLINES

3. **BY REVIEWING OFFICIAL**

- [ ] I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
- [ ] I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
- [ ] I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
- [x] I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

Subject was assigned activities for which reviewing official was responsible for a period of two months.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
13 Feb. 62	[illegible] Relations Off. [illegible]	Glenn J. Farnsworth GLENN J. FARNSWORTH

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER:

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
VITALE Guy	10/16/17	M	GS-7

5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
DS	Intelligence Assistant	EE/Germany (casual)

8. CAREER STAFF STATUS

	NOT ELIGIBLE	X	MEMBER		DEFERRED
	PENDING		DECLINED		DENIED

9. TYPE OF REPORT

	INITIAL		REASSIGNMENT/SUPERVISOR
	ANNUAL	X	REASSIGNMENT/EMPLOYEE
SPECIAL (Specify):			

10. DATE REPORT DUE IN O.P.:

11. REPORTING PERIOD From 1 May 60 – To 15 Nov 60

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | 7 - Outstanding

SPECIFIC DUTY	RATING NO.	SPECIFIC DUTY	RATING NO.
No. 1: Process name traces	3	No. 4:	
No. 2: Process POA's.	4	No. 5:	
No. 3:		No. 6:	

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO.: 3

SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE							
RESOURCEFUL					X		
ACCEPTS RESPONSIBILITIES				X			
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES				X			
DOES HIS JOB WITHOUT STRONG SUPPORT				X			
FACILITATES SMOOTH OPERATION OF HIS OFFICE					X		
WRITES EFFECTIVELY						X	
SECURITY CONSCIOUS					X		
THINKS CLEARLY						X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS					X		
OTHER (Specify):					X		

SEE SECTION "E" ON REVERSE SIDE

14-00000

SECRET
(When Filled In)

SECTION E	NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Dec 6 11 37 AM '60

Mr. Vitale was assigned to the S&T Section of the German Branch on a casual basis from 1 May to 15 November 1960. His duties consisted entirely of processing name traces and POA's. Although he had little experience in this type of work, he performed his duties in a thoroughly satisfactory manner. He was always polite to his fellow employees and did his best to contribute to the smooth operation of the section.

SECTION F	CERTIFICATION AND COMMENTS	
1.	BY EMPLOYEE	
	I certify that I have seen Sections A, B, C, D and E of this Report.	
DATE	SIGNATURE OF EMPLOYEE	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 6 1/2	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION Already reassigned prior to preparation of this fitness report.	
	IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.	
	EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS
	OTHER (Specify):	
DATE 21 Nov 60	OFFICIAL TITLE OF SUPERVISOR C/EE/G/S&T	TYPED OR PRINTED NAME AND SIGNATURE Herbert W. Natzke Herbert W. Natzke
3.	BY REVIEWING OFFICIAL	
	I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.	
	I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.	
	I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.	
	I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.	
COMMENTS OF REVIEWING OFFICIAL See attached sheet.		
DATE 23 Nov 60	OFFICIAL TITLE OF REVIEWING OFFICIAL C/EE/Germany	TYPED OR PRINTED NAME AND SIGNATURE William J. Graver William Graver

SECRET

Section 3. <u>**Comments of Reviewing Official:**</u>

This employee had no qualifications for assignment in the German desk or German operational field. He was carried in the German Branch in a casual status while an assignment suitable to his talents was being located. The fitness report for the period of his duty with the German Branch is accordingly only a record of the fact that he loyally and diligently carried out assigned tasks to the best of his ability.

William J. Graver
Chief, EE/Germany

SECRET

14-00000

Pre 1960 Fitness Reports

2 June 1960

MEMORANDUM FOR: Chief, EE Personnel

SUBJECT : Commendation - Mr. Guy Vitale

1. The Eastern European Division Logistics Office wishes to commend Mr. Guy Vitale for the manner in which he conducted himself while on temporary assignment in this office. Rather than sit idle awaiting a new assignment, Mr. Vitale volunteered his services and was given various logistical general services jobs and duties which he carried out with enthusiasm and effort rarely seen in a person in his status. We found him as an enthusiastic-willing worker who gave selflessly of his time and showed a strong devotion to duty.

2. A copy of this commendation should be made a part of the employee's permanent 201 file.

S. V. DANILUCK
Chief, EE Logistics

14-00000

Pre 1960 FRQ &
certifications for insurance
and retirement

SECRET
(When Filled In)

OFFICIAL USE ONLY (Filled in)

QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING. TYPE OR PRINT. AVOID USING LIGHT COLORED INKS.

SECTION I — BIOGRAPHIC AND POSITION DATA

1. EMP. SER. NO.	2. NAME (Last-First-Middle)	3. SEX	4. DATE OF BIRTH	5. SCHEDULE GRADE STEP
083620	VITALE GUY	M	10/16/17	GS -08-05

6. SD	7. POSITION TITLE	8. OFFICE OF ASSIGNMENT	9. LOCATION (Country, City)
D	INTELLIGENCE ASST	AW	WASH., D.C.

SECTION II — AGENCY OVERSEAS SERVICE

AREA	TYPE TOUR	FROM	TO
GREECE	PCS-52	57/01/01	60/01/24
Vieques Island, Puerto Rico	TDY-10 days	61/4/01	61/04/10

OVERSEAS DATA
CODED
DATE: 10 JUL 67 INITIALS: [illegible]

SECTION III — EDUCATION

DEGREE	MAJOR FIELD	COLLEGE	YEAR
	NO COLLEGE DEGREE ON RECORD		

FORM 1-67 444J May 2-67

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

6 7 JUL ENTD

(4-51)

14-00000

SECRET
When Filled In

SECTION III — EDUCATION (Cont'd)

HIGH SCHOOL

LAST HIGH SCHOOL ATTENDED	ADDRESS (City, State, Country)	YEARS ATTENDED (From-To)	GRADUATE
			☐ YES ☐ NO

COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT MAJOR	SUBJECT MINOR	YEARS ATTENDED FROM TO	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM / QTR HRS (Specify)
1.						
2.						
3.						
4.						

5. IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT

TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1.				
2.				
3.				

OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1. American Mission School, Athens, Greece	Greek Language	57/2	57/4	3 mo.
2.				
3.				
4.				
5.				

AGENCY-SPONSORED EDUCATION

Specify which, if any, of the education shown in Section III was Agency sponsored

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1.				
2.				
3.				
4.				
5.				

SECRET
(When Filled In)

SECTION IX	MARITAL STATUS	
1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried - SPECIFY)		
2. NAME OF SPOUSE (Last) (First) (Middle) (Maiden)		
3. DATE OF BIRTH	4. PLACE OF BIRTH (City, State Country)	
5. OCCUPATION	6. PRESENT EMPLOYER	
7. CITIZENSHIP	8. FORMER CITIZENSHIP(S) COUNTRY(IES)	9. DATE U.S. CITIZENSHIP ACQUIRED

SECTION X — DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE

NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS

SECTION XI — PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS

NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)	DATE OF MEMBERSHIP FROM	TO

DATE	SIGNATURE OF EMPLOYEE
5 June '67	Guy Vitale

SECRET

14-00000

Pre 1960 – PHS, CLEARANCE
request &
appl. forms

14-00000

RECORD OF

PREVIOUS GOVERNMENT

SERVICE RETURNED TO

FEDERAL RECORDS CENTER IN

ST. LOUIS, MO.

DATE May 1970